

Job Description

Job Title: Sergeant
Job ID: 5754
Location:
Full/Part Time: Full-Time
Regular/Temporary: Regular
Job Code: 8354 Sergeant
Job Grade: Sergeant
Department: Police Svcs/Admin/Opers-8282

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CSUN's Commitment to You

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

About the University

Serving more than 42,000 students each year, CSUN is one of the largest universities in the United States, and it has an impact to match its size. Money Magazine recently named CSUN one of the top ten values in all of higher education, and the Social Mobility Index ranked CSUN fifth in the nation for elevating its students' economic and social well-being. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

About the Department

The Department of Police Services is an accredited, full-service law enforcement agency. University police officers are State peace officers vested with full law enforcement authority including arrest authority. Officers meet training requirements mandated by the California Commission on Peace Officer Standards and Training (P.O.S.T.) as well as training designed to meet the needs of the university community.

Major Duties

Under the direction of the Watch Commander, the Sergeant serves as shift supervisor and is assigned primary responsibility as a working, first line supervisor. The incumbent is responsible for supervising sworn personnel who perform basic patrol functions; ensures that police officers strictly adhere to the Mission, Vision and Value statements for the department and professional standards as outlined in the law enforcement accreditation program; develops and presents directed patrol plans that reflect organizational goals and needs; responds to all emergency situations including medical and mental health emergencies, hazmat and fire situations, arrests, critical incidents and persons of concern, and serious crimes; coordinates support for other responding units; attends training courses, seminars, and workshops as directed; is expected to be fully versed in the Department's community policing philosophies, as well as basic law enforcement and ICS (Incident Command System) principals in order to effectively lead their personnel; is responsible for holding police officers under their supervision accountable for all laws and policies and procedures of the Department as well as command staff notifications; makes assignments, directs patrol plans, presents briefings and training material, approves reports and correspondence, oversees arrests, and provides critical incident

oversight by taking charge at the scene of major crimes, fires, chemical hazards and other incidents relating to public safety; provides input for policy practices and procedures; assists with assigned administrative duties; serves as senior officer in charge, in the absence of the Patrol Command Staff; and performs other duties as assigned.

Qualifications

Equivalent to three years of active law enforcement experience, preferably in a sworn capacity, which would provide reasonable expectation of success in this class. Ability to satisfactorily meet the current employment standards of the Commission on Peace Officer Standards and Training (P.O.S.T.) and CSUN Minimum Standards of Employment and Training including possession of a valid California driver's license; must be free of any felony convictions; have good moral character; be a high school graduate or have passed GED test; meet pre-employment requirements including physical exam, psychological exam, drug test, and pass a comprehensive P.O.S.T. background investigation. Associate's or Bachelor's degree preferred.

Knowledge, Skills, & Abilities

Thorough knowledge of law enforcement, emergency response, public safety, security methods, and criminal and special/sensitive investigations used in maintaining public safety. Comprehensive knowledge of: current law enforcement methods and procedures; current criminal codes and laws including federal and state higher education law (i.e. Clery, VAWA, Title IX); and effective investigative techniques and procedures. Ability and specialized skills to: work independently and make sound judgments; provide effective leadership, training and direction to assigned personnel; supervise and evaluate employees effectively; and assist in developing department policies and procedures; learn quickly and apply specific campus rules and regulations; relate to and gain the confidence and the cooperation of members of the academic community; deal tactfully and effectively with a wide range of people; act calmly and rationally in emergency situations; establish and maintain cooperative working relationships with others; and assist in the administration of a public safety program in a fair and objective manner; effective oral and written communication skills, including writing clear and comprehensive reports.

Additional qualifications include successful completion of P.O.S.T. Certified Supervisory Training Course or ability to qualify for and complete the course within the two years of appointment, and the required P.O.S.T. investigator course certificates within two years of assignment. Completion of First Aid and CPR Certificate and Defensive Driving Course is preferred.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$5557 - \$8578 per month.

The anticipated hiring range: \$5557 - \$8578, dependent upon qualifications and experience.

Hours: Full Time; Shift rotates and may include evenings and/or weekends.

General Information

CANDIDATE MUST POSSESS A VALID CALIFORNIA DRIVER'S LICENSE (PLUS P.O.S.T. CERTIFICATION).

This position is a sensitive position as designated by the CSU. The selected candidate must pass a fingerprint clearance (LiveScan) and a thorough police department background check.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

How To Apply

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Application Screening begins October 26, 2016, and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please view the link below:
<http://www.csun.edu/careers/>

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

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